



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF THE TREASURY
Division of Unclaimed Property
P O Box 2478**

Richmond, VA 23218

(804) 225-2393 FAX (804) 786-4653 TOLL FREE 1-800-468-1088

Attach Mailing Label Below

Holder Name	Holder Number
Address	
City, State Zip Code	

CHECK AMOUNT _____
CHECK # _____
DEPOSIT DATE _____
INITIALS _____
INTEREST PAYMENT AMOUNT
\$ _____

AP1 FORM FOR REPORT OF UNCLAIMED PROPERTY

1. Contact person:
Name: _____
Title: _____
Department: _____
Telephone Number: _____
FAX Number: _____
2. If the address above is incorrect, please correct here:

3. Please provide
e-mail address _____

ABOUT THIS BUSINESS ENTITY:

3. Federal Employer Identification Number _____ 4. Standard Industry Code _____
5. State of Incorporation (or locality where business license is filed if not incorporated) _____
6. Date of Incorporation _____ 7. Primary Business Activity _____
8. Annual Gross Sales \$ _____ Assets \$ _____ # of Employees _____

ABOUT THIS REPORT:

9. Date(s) Due Diligence was Performed _____
10. This report is for Report Year _____ and the type of report is **REGULAR** ☐ **AUDIT** ☐ **NEGATIVE** ☐ **OTHER** _____
11. This is the first time this business entity has filed an Unclaimed Property Report: **YES** ☐ **NO** ☐
12. Property types on this report include: **CASH** ☐ **SECURITIES** ☐ **MUTUAL FUNDS** ☐ **TANGIBLE PROPERTY** ☐

IMPORTANT NOTICE: *Your remittance must accompany this report and an authorized representative of your business must complete the certification that follows. Please complete the summary information on the reverse of this page, and mail your report and remittance to the address at the top of this form. Pursuant to §55-210.26:1 of the Code of Virginia, interest and penalties may be imposed for failure to report and remit as required.*

I, _____, CERTIFY THAT I HAVE CAUSED TO BE PREPARED AND HAVE EXAMINED THIS REPORT CONSISTING OF _____ PAGES / DISKETTES / TAPES TOTALING _____ AS TO PROPERTY PRESUMED ABANDONED UNDER THE VIRGINIA UNCLAIMED PROPERTY LAW FOR THE YEAR ENDING AS STATED. THAT I AM DULY AUTHORIZED TO EXECUTE THIS VERIFICATION BY THE HOLDER AND BY LAW AND THAT I BELIEVE THAT SAID REPORT IS TRUE, CORRECT, AND COMPLETE AS OF SAID DATE, EXCEPTING FOR SUCH PROPERTY AS HAS SINCE CEASED TO BE ABANDONED.

SIGNATURE _____

TITLE _____ DATE _____

POSTMARK DATE		BATCH #		HOLDER UPDATED	BALANCED BY	DATE COMPLETED	
# OF OWNERS	# SHARES REPORTED	ENTERED BY		DATE BEGAN	DATE COMPLETED	REPORT VERIFIED	DATE CLOSED

CASH PROPERTY**ACCOUNT BALANCES DUE**

AC01 CHECKING ACCOUNTS
AC02 SAVINGS ACCOUNTS
AC03 MATURED CD OR SAVINGS CERTIFICATE
AC04 CHRISTMAS CLUB FUNDS
AC05 MONEY ON DEPOSIT TO SECURE FUND
AC06 SECURITY DEPOSIT
AC07 UNIDENTIFIED DEPOSITS
AC08 SUSPENSE ACCOUNTS
AC09 SHARE ACCOUNTS
AC21 MISCELLANEOUS DEPOSITS
AC99 AGGREGATE ACCOUNT BALANCES <\$100

UNCASHED CHECKS

CK01 CASHIER'S CHECKS
CK02 CERTIFIED CHECKS
CK03 REGISTERED CHECKS
CK04 TREASURER'S CHECKS
CK05 DRAFTS
CK06 WARRANTS
CK07 MONEY ORDERS
CK08 TRAVELER'S CHECKS
CK09 FOREIGN EXCHANGE CHECKS
CK10 EXPENSE CHECKS
CK11 PENSION CHECKS
CK12 CREDIT CHECKS OR MEMOS
CK13 VENDOR CHECKS
CK14 CHECKS WRITTEN OFF TO INCOME
CK15 OTHER OUTSTANDING OFFICIAL CHECKS
CK16 CD INTEREST CHECKS
CK99 AGGREGATE UNCASHED CHECKS <\$100

MISCELLANEOUS CHECKS

MS01 WAGES, PAYROLL, SALARY
MS02 COMMISSIONS
MS03 WORKERS' COMPENSATION BENEFITS
MS04 PAYMENT FOR GOODS & SERVICES
MS05 CUSTOMER OVERPAYMENTS
MS06 UNIDENTIFIED REMITTANCES
MS07 UNREFUNDED OVERCHARGES
MS08 ACCOUNTS PAYABLE
MS09 CREDIT BALANCES – A/R
MS10 DISCOUNTS DUE
MS11 REFUNDS DUE
MS12 UNREDEEMED GIFT CERTIFICATES
MS13 UNCLAIMED LOAN COLLATERAL
MS14 PENSION & PROFIT SHARING PLANS (IRA , KEOGH)
MS15 DISSOLUTION OR LIQUIDATION
MS16 MISC OUTSTANDING CHECKS
MS17 MISC INTANGIBLE PROPERTY
MS18 SUSPENSE LIABILITIES
MS19 OTHER CASH
MS20 Rental Property Income
MS99 AGGREGATE MISC PROPERTY <\$100

COURT & LOCALITY FUNDS

CT01 ESCROW FUNDS
CT02 CONDEMNATION AWARDS
CT03 MISSING HEIRS' FUNDS
CT04 SUSPENSE ACCOUNTS
CT05 OTHER COURT DEPOSITS
CT07 EVIDENCE MONEY

CT08 GENERAL RECEIVER ACCOUNTS
CT09 COURT ORDERED REFUNDS
CT10 PERSONAL PROPERTY TAX OVERPAYMENT
CT11 REAL ESTATE TAX OVERPAYMENT
CT12 COURT HELD ACCOUNTS
CT13 BONDS
CT14 ESTATE ACCOUNTS
CT15 LITIGATIONS
CT16 RESTITUTIONS
CT99 AGGREGATE COURT DEPOSITS <\$100

INSURANCE

IN01 INDIVIDUAL POLICY BENEFITS OR CLAIMS PD
IN02 GROUP POLICY BENEFITS OR CLAIMS PAID
IN03 PROCEEDS DUE BENEFICIARIES
IN04 PROCEEDS FROM MATURED POLICIES,
ENDOWMENTS
IN05 PREMIUM REFUNDS
IN06 UNIDENTIFIED REMITTANCES
IN07 OTHER AMOUNTS DUE UNDER POLICY TERMS
IN08 AGENT CREDIT BALANCES
IN09 ANNUITIES
IN10 DEMUTUALIZATION CASH
IN11 DEMUTUALIZATION SECURITIES
IN99 AGGREGATE INSURANCE PROPERTY <\$100

TRUST, INVESTMENT AND ESCROW ACCOUNTS

TR01 PAYING AGENT ACCOUNTS
TR02 UNDELIVERED OR UNCASHED DIVIDENDS
TR03 FUNDS HELD IN FIDUCIARY CAPACITY
TR04 ESCROW ACCOUNTS
TR05 TRUST VOUCHERS
TR06 ENDOWMENT FUNDS
TR99 AGGREGATE TRUST PROPERTY <\$100

UTILITIES

UT01 UTILITY DEPOSITS
UT02 MEMBERSHIP FEES
UT03 REFUNDS OR REBATES
UT04 CAPITAL CREDIT DISTRIBUTIONS
UT99 AGGREGATE UTILITY PROPERTY <\$100

MINERAL PROCEEDS & MINERAL INTERESTS

Mi01 NET REVENUE INTEREST
Mi02 ROYALTIES
Mi03 OVERRIDING ROYALTIES
Mi04 PRODUCTION PAYMENTS
Mi05 WORKING INTEREST
Mi06 BONUSES
Mi07 DELAY RENTALS
Mi08 SHUT-IN ROYALTIES
Mi09 MINIMUM ROYALTIES
Mi99 AGGREGATE MINERAL INTERESTS <\$100

CASH PROPERTY SUMMARY:**TOTAL CASH REMITTED:** _____**TOTAL # OF ITEMS:** _____**TANGIBLE PROPERTY****SAFE DEPOSIT BOXES & SAFEKEEPING**

SD01 SAFE DEPOSIT BOX CONTENTS
SD02 OTHER SAFEKEEPING
SD03 OTHER TANGIBLE PROPERTY

TANGIBLE PROPERTY SUMMARY:**TOTAL ITEM COUNT:** _____**TOTAL # OF OWNERS:** _____**SECURITY PROPERTY****SECURITIES**

SC01 DIVIDENDS
SC02 INTEREST (BOND COUPONS)
SC03 PRINCIPAL PAYMENTS
SC04 EQUITY PAYMENTS
SC05 PROFITS
SC06 FUNDS PAID TO PURCHASE SHARES
SC07 FUNDS FOR STOCKS AND BONDS
SC08 SHARES OF STOCK (RETURNED BY POST OFFICE)
SC09 CASH FOR FRACTIONAL SHARES
SC10 UNEXCHANGED STOCK OF SUCCESSOR CORP
SC11 OTHER CERTIFICATES OF OWNERSHIP
SC12 UNDERLYING SHARES OR OTHER STANDING CERTIFICATES
SC13 FUNDS FOR LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCK OR BONDS
SC14 DEBENTURES
SC15 US GOVT SECURITIES
SC16 MUTUAL FUND SHARES
SC17 WARRANTS (RIGHTS)
SC18 MATURED BOND PRINCIPAL
SC19 DIVIDEND REINVESTMENT PLANS
SC20 CREDIT BALANCES
SC21 LIQUIDATED MUTUAL FUND SHARES
SC97 MUTUAL FUND IRA/RETIREMENT ACCTS
SC99 AGGREGATE SECURITY RELATED CASH <\$100

SECURITY PROPERTY SUMMARY:**TOTAL SHARES REMITTED:** _____**TOTAL # OF ITEMS:** _____**MISCELLANEOUS**

ZZZZ PROPERTIES NOT IDENTIFIED ABOVE